
APPENDIX F:



Sample Invitation Letter

YOUR DEPARTMENT'S LETTERHEAD

December 10, 2003

Dear Colleague:

We are pleased to invite you to attend **“Health Literacy Public Health Forums: Partners for Action.”** We have joined forces to develop a forum to address the need for increased knowledge and skills about health literacy. **“Health Literacy Public Health Forums: Partners for Action”** is designed for participants to:

- Increase understanding of functional literacy.
- Become familiar with health literacy research and findings.
- Forge partnerships with local community resources for change.
- Explore action options.

**“HEALTH LITERACY PUBLIC HEALTH FORUMS:
PARTNERS FOR ACTION”**

DATE:

TIME:

PLACE: ABC Health Department (Directions attached). Light refreshments will be served.

Clear communication between public health practitioners and members of the communities they serve is critical to improving public health. Public health providers can collaborate with adult educators and librarians to understand barriers to communication and to identify strategies for improving access to information. This “hands on” forum will provide you with new understanding, knowledge about the impact of the problem, and skills, resources, and partnerships for improving health literacy in your community. We hope you can join us!

To register, please return the enclosed card. For more information, call _____.
Please bring a business card with you to the forum. We will be creating a list of participants for a follow-up mailing.

Sincerely,

Susie Smith
Program Coordinator
ABC Department of Public Health

Clarissa Thompson
Adult Basic Education Director
XYZ Learning Center

